



GUAM REGIONAL TRANSIT AUTHORITY

GOVERNMENT OF GUAM

Lourdes A. Leon Guerrero, Governor
Joshua F. Tenorio, Lieutenant Governor
Celestin C. Babauta, Interim Executive Manager



BOARD OF DIRECTORS MEETING

Department of Public Works CIP Conference Room
October 17, 2019, 10:00
Agenda

- I. Meeting Called to Order**
- II. Roll Call**
- III. Review of Minutes – September 12, 2019**
- IV. Old Business**
 - A. NAF Funds – Expenditure Policy**
 - B. Ombudsman**
- V. New Business**
 - A. RFP Lease/Purchase Vehicles**
 - B. Bus Routes**
- VI. Executive Manager's Report**
 - A. Budget**
 - B. Bus Operations**
 - C. Vehicles**
 - D. Procurement Packages**
- VII. Brief Overview**
 - A. Federal Grants**
 - B. Vehicles**
 - C. Budget/NAF**
 - D. Routes**
- VIII. Public Comments – 3 Minutes per individual**
- IX. Executive Session**





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X. Other Discussion

XI. Adjournment





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Post Office Box 2896 Hagatna, Guam 96932
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SIGN IN SHEET
GRTA BOARD OF DIRECTORS REGULAR MEETING
October 17, 2019 - 10:00am
CIP Conference Room, Building B - DPW Compound

BOARD OF DIRECTORS		
NAME	SIGNATURE	EMAIL ADDRESS
Evelyn Duenas <i>Acting Chairwoman</i>		eduenas2000@gmail.com
John Leon Guerrero <i>Acting Vice-Chairman</i>		ileonguerrero@yahoo.com
David Arentz <i>Board Member</i>		rentadavid@yahoo.com
Rudy Iriarte <i>Board Member</i>		rudyiriarte@gmail.com
Alejo Sablan <i>Board Member</i>		sablanac671@gmail.com
Rudy Paco <i>Board Member</i>		mtmmayorpaco17@gmail.com
GRTA STAFF		
Celestin Babauta <i>Interim Executive Manager</i>		celestin.babauta@grta.guam.gov
Catherine Blas <i>Administrative Officer</i>		catherine.blas@grta.guam.gov
Rally Pilipina <i>Chief Planner</i>		rally.pilipina@grta.guam.gov
Cynthia Terlaje <i>Word Processing Secretary</i>		cynthia.terlaje@grta.guam.gov
Mark C. Crisostomo <i>Transportation Supervisor</i>		mark.crisostomo@grta.guam.gov
Pilar Carbullido <i>Program Coordinator IV</i>		pilar.carbullido@grta.guam.gov
Jacqueline Taitano <i>Program Coordinator II</i>		jacqueline.taitano@grta.guam.gov
Virgilio Penafiel <i>Program Coordinator I</i>		virgil.penafiel@grta.guam.gov
Jennifer Cruz <i>Customer Service Representative</i>		jennifer.cruz@grta.guam.gov
Harry Crisostomo <i>Driver</i>		harry.crisostomo@grta.guam.gov

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Board of Directors Special Meeting

Thursday, September 12, 2019 at 11:00am

CIP Conference Room, Bldg. B, DPW Compound, Upper Tumon

Minutes

I. Call to order:

Acting Vice Chairperson John Leon Guerrero called the meeting to order at 11:05am.

II. Roll Call:

GRTA Board Members present: Acting Chairperson Evelyn Duenas, Acting Vice-Chairperson John Leon Guerrero, Director David Arentz, Director Alejo Sablan, Director Rudy Paco.

III. Review of Minutes:

Acting Chairperson Duenas requested that Board Members review the minutes. Board Members reviewed the minutes; Board Member Alejo Sablan made a motion to approve and Acting Vice Chairman John Leon Guerrero second it. Motion carried with no changes, 5 in favor and no objections.

IV. Old Business:

- A. Election of Officers: The Board Members decided to proceed with the election of officers. Acting Vice Chairman Leon Guerrero made a motion to elect Temporary Chairperson Evelyn Duenas for the position of Chairperson of the GRTA Board and Member Rudy Paco second it. Acting Chairperson Duenas accepted the nomination. With only one objection, Acting Chairperson Duenas was elected as the Board's Chairperson. Chairperson Duenas made a motion nominating Acting Chairman Leon Guerrero to be Vice Chairman of the GRTA Board. He accepted the nomination. Board Member Sablan second Chairperson Duenas' nomination. Acting Chairman Leon Guerrero was elected Vice Chairman of the Board. Chairperson Duenas nominated Board Member Sablan to be Secretary of the Board and he accepted the nomination. Vice Chairman Leon Guerrero second the motion and Director Sablan was elected as Board Secretary with no one objecting. Vice Chairman Leon Guerrero attempted to nominate Board Member Paco to be Treasurer of the Board; however, he turned down the nomination. Board Member Arantz stated that he also is not willing to be Treasurer.
- B. Committee Assignments: Chairperson Duenas address Board Members on volunteering to oversee functional committees: Finance, Facilities, Bus Operations, and Safety. Chairperson Duenas will spearhead Finance, Board Member Arantz Facilities, and Vice Chairman Leon Guerrero will handle Bus Operations and Safety.
- C. Non-appropriated Funds (NAF): Interim Executive Manager Babauta explained that NAF funds originate from ticket sales and bus fares. He also mentioned that GRTA has been spending NAF funds for operational expenditures such as small parts and materials for vehicles (light bulbs, oil, etc.) and



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- D. the move to the current GRTA location . Staff Member Pilar Carbulido also described the process in that assigned Board Members listed on NAF Policy provides approval for all expenditures. Interim Executive Manager Babauta stated that he would like for Board to review policy proposal and if agreed recommends that Board support approval of such policy.
- E. Ombudsperson: Interim Executive Manager Babauta stated that he is working with Staff Member Carbulido, who oversees federal grants, to allot funds from the grant for the position. He further explained that at this time, the Ombudsman position cannot be permanent because it wasn't budget with local funds. Nonetheless, he will consider including the position on next fiscal year's local budget proposal with Board's approval.

V. Executive Manager's Report:

A. Status of procurement Packages:

1. Bus Procurement: Although GRTA has been following-up with GSA in purchasing the buses, unfortunately the buses have not been advertised.
2. One Call – One Click Transportation Management System (TMS): GSA will be offering the vendor who met all requirements to submit price proposal of the system software. The vendor provided video teleconference on the on the TMS and GRTA along with the Evaluation Committee were impressed with the system.
3. Vehicle Maintenance Contract: Interim Executive Manager continues to check the status of the Maintenance Contact and was assured that it will be advertised the following week.

- B. Paratransit: GRTA has implemented the Demand Response program for paratransit riders. The objective of the program is to ensure that all persons with disabilities are afforded their transportation needs. GRTA will also be putting a stop on the two weeks advance scheduling of those paratransit riders for medical appointments. This process is contrary to Federal Transit Administration directives. Interim Executive Manager Babauta said that he is planning on stopping the Subscription Rider program but Chairperson Duenas stated that it must be continued because riders needing transportation to work and recurring medical appointments require advance scheduled reservations.

- C. Budget FY20: Legislature passed FY20 budget and Governor signed legislation into law. GRTA was given budget of \$3.2 million.

- D. Architectural & Engineering Request for Proposal (RFP) of Proposed GRTA Facility: DPW engineers and GRTA Chief Planner Pillipina are working to finalize the RFP and will be done the following week.



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- VI. **Public Comments:** No individuals were present to provide comments.
- VII. **Executive Session:**
Board discussed personnel issues and Secretary Sablan was assigned to take notes.
- VIII. **Adjournment:** Being that there were no further discussions, Chairperson Duenas adjourned the meeting at 12:00 pm.

Notes:

Chairperson Evelyn Duenas motioned to change verbiage: Temporary to Acting. Motion to approve by Vice Chairman John Leon Guerrero. Motion was approved with no objection – 4 yeas and 0 no.



Evelyn Duenas, Chairperson
Guam Regional Transit Authority Board of Directors

10-22-19
Date

10

11

IN SERVICE									
Vehicle ID #	Description	License Plate #	Vehicle Location	In Maintenance Start	Complete	Mileage	Maint Status	Status	Back in service date
PT004	2014 MV1 VAN	6361	KEI						
PT005	2014 MV1 VAN	6372	KEI						
PT008	2014 MV1 VAN	6359	KEI						
PT009	2015 MV1 VAN	6363	KEI						
PT 012	2015 MV1 VAN	5736	VA						
						Total Operational: 5			
PT100	2015 ARBOC BUS	5850	KEI						
PT102	2015 ARBOC BUS	5849	KEI						
PT105	2015 ARBOC BUS	4991	KEI						
PT106	2015 ARBOC BUS	4990	KEI						
PT108	2015 ARBOC BUS	5747	KEI						
PT110	2015 ARBOC BUS	5745	KEI						
						Total Operational: 6			
2016 FORD F150 PICKUP TRUCK				4974	GRTA				
2015 TOYOTA RAV4				5980	GRTA				
2016 ALUMA, 638LW TRAILER				5767	GRTA				
2017 KIA SEDONA VAN				4999	KEI				
						Total Operational: 3	Temp use		
G88188	2018 Ford Transit	BW1634	GRTA						
G08269	2019 Kia Sedona	MM4945	GRTA						
G42766	2016 Ford Transit	BU431	GRTA						
G49166	2016 Ford Transit	BU1621	GRTA						
						Total Operational: 4			
NOT IN SERVICE									
PT001	2014 MV1 VAN	6375	KEI	7-Sep-19					
PT002	2014 MV1 VAN	6364	AK	10-Jul-19			Door handle on order, RR Pax door inop (inside), Starter	In Shop	on order
PT003	2014 MV1 VAN	6360	AK	1-Sep-19		82730	Steering buckles, tires worn, AC Switch sticks	Parts on order, on island	partial shipment on hand
PT006	2014 MV1 VAN	6358	AK	30-Aug-18		40000	AC Hot, hi pressure valve	In Shop	UNK
PT007	2014 MV1 VAN	6369	AK	24-Jun-19		107450	Tires, window (side, rear at KEI), Steering bad, Starter bad, Gas cap (PT012)	Parts on order	on order
PT010	2014 MV1 VAN	6365	AK	12-Jul-19		101118	Misfiring, Trans plate making noise, Rear main seal (on order)	partial shipment on hand	on order
PT 011	2015 MV1 VAN	6366	KEI				Trunk latch inop, AC warn, steering bad, drivers door latch inop	Parts on order	on order
PT101	2015 ARBOC BUS	5848	KEI	17-Sep-19			Door handle on order, awaits starter	starter on order	on order
PT 103	2015 ARBOC BUS	5851	KEI	20-Aug-19			Charging system failure, Multiple issues	awaits shop	
PT104	2015 ARBOC BUS	4989	KEI	24-Sep-18		UNK	air compressor inop, Muddie	Parts on order	on order
PT107	2015 ARBOC BUS	5744	AK	14-Sep-19		UNK	Major Repairs, Decommissioned		
PT109	2015 ARBOC BUS	5746	KEI	5-Nov-18		UNK	Charging system failure	In shop	18 Sep 19 (7)
	2006 KIA SEDONA VAN	4560	DPW	1-Mar-19			Major Repairs		
							Major Repairs/Decommissioned	Estimate disapproved	

FEDERAL PROGRAMS

- FY 2018 & FY 2019 FTA Formula Grants
 - FY 2018 Total Grant Award \$1,918,192.
 - FY 2019 Total Grant Award \$2,001,647.
 - **Total Combined Award \$3,919,839.**
- Program of Projects:
 - Bus Rolling Stock \$500,000.
 - Purchase Communications System TMS \$70,000.
 - Construction Maintenance, Admin, OCOC \$1,500,00.
 - Operating Assistance \$1,596,560. (Paratransit)
 - State Program Administration \$253,279.



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Board of Directors

Resolution No. GRTA 2020-001

WHEREAS, the Guam Regional Transit Authority is a qualified recipient for Federal financial assistance through the United States Department of Transportation (USDOT), Federal Transit Administration (FTA) for Non-Urbanized Areas under formula grant programs - Section 5310 (Enhanced Mobility for Seniors and Individuals with Disabilities Grant Program), Section 5311 (Non-Urbanized Area Formula Grant Program), Section 5311(b) (3) (Rural Transit Assistance Grant Program), and Section 5339 (Bus and Bus-Related Facilities Grant Program); and

WHEREAS, the consolidation of the four (4) grant programs into one grant program (Section 5311) application is permissible under 48 U.S.C. 1469(a); and

WHEREAS, the total distribution of GRTA's FTA apportionments for FY 2018 and FY 2019 Formula Grant Program (GU-2019-001-00) is as follows:

Approval for the breakdown of funds:	Total	Federal
Bus Rolling Stock	\$500,000	\$500,000
Construction-Maintenance and Administration Facility	\$1,500,000	\$1,500,000
Purchase of Signal & Communications Equipment-TMS	\$70,000	\$70,000
State Program Administration	\$253,279	\$253,279
Operating Assistance	\$1,596,560	\$1,596,560
Total Board Encumbrance of FY 18 & 19 Funds	\$3,919,839	\$3,919,839





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RESOLVED, that the Board of Directors herein adopts the following as recommended by GRTA's management:


1. Consolidated grant application for FY 2018 and FY 2019 Section 5310 (Enhanced Mobility for Seniors and Individuals with Disabilities Grant Program), Section 5311 (Non-Urbanized Area Formula Grant Program), and Section 5311 (b) (3) (Rural Transit Assistance Grant Program), and Section 5339 (Bus and Bus-Related Facilities Grant Program). Guam is requesting to consolidate its Section 5310, Section 5311 (b) (3), and Section 5339 grants to Section 5311 grant program.
2. Approval for the GRTA's Interim Executive Manager to accept the grant.
3. Approval for the GRTA's Program Coordinator IV to execute GU-2019-001-00 grant submission via FTA's Transportation Electronic Award Management Transit Award Management System (TrAMS).
4. Approval for the GRTA's Program Coordinator IV to draw payments against available grant funding using the ECHO web system or other Federal Transit Administration automated application used to request payments from grant awards.

DULY AND REGULARLY ADOPTED ON THIS 17th DAY OF October 2019.


EVELYN R. DUENAS
Board Chairwoman


JOHN C. LEON GUERRERO
Board Vice-Chairman


ALEJO C. SABLÁN
Board Member


DAVID ARENTZ
Board Member

RUDY D. IRIARTE
Board Member

RUDY A. PACO
Board Member





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GUAM REGIONAL TRANSIT AUTHORITY

Board of Directors

Resolution No. GRTA 2020-002

WHEREAS, the Guam Regional Transit Authority is a public corporation to plan, establish, develop, coordinate, promote, own and operate facilities and services that support public transportation and public parking within Guam;

WHEREAS, the Guam Regional Transit Authority is duly established under 12 GCA Chapter 6 (via P.L. 30-05) as an autonomous agency of the Government of Guam and pursuant to §6105, GRTA is hereby empowered to enter into contracts, leases, concession agreements and permits and to execute all instruments necessary or convenient in the exercise of its purpose and powers;

WHEREAS, pursuant to §6204:

- (a) The board shall adopt and maintain a system of accounting which is in accordance with generally accepted accounting principles.
- (b) There is established a fund to be known as the "Guam Regional Transit Authority Fund (GRTA Fund)" which the Authority shall maintain separate and apart from the other funds of the Government of Guam, and independent records and accounts shall be maintained in connection therewith.
- (c) All monies received by the Authority from whatever source derived shall be deposited in the GRTA Fund and used exclusively for the purposes of this statute.
- (d) All expenditures, except as otherwise provided by law, shall be made from said GRTA Fund.

WHEREAS, on November 16, 2015 Board of Directors meeting, the Board has determined to be in the best interest of the Guam Regional Transit Authority and the Government of Guam to establish and open bank account(s) such as savings and/or checking account with any local banks authorized to conduct business on Guam.





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RESOLVED, that the Board of Directors herein adopts GRTA is authorized and directed to establish a checking and/or savings account and to deposit the funds of the Authority therein.

FURTHER RESOLVED, that a new Board of Directors is confirmed and that the checking account must be updated. (one from the Board of Directors and one staff from GRTA) The following individuals are duly authorized to be the signatories for the account:

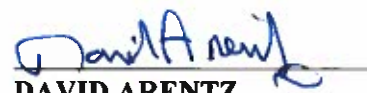
Evelyn R. Duenas	Board Chairwoman
John C. Leon Guerrero	Board Vice-Chairman
Celestin C. Babauta	Interim Executive Manager, GRTA Staff
Catherine T.C. Blas	Administrative Officer, GRTA Staff

DULY AND REGULARLY ADOPTED ON THIS 17th DAY OF October 2019.


EVELYN R. DUENAS
Board Chairwoman


JOHN C. LEON GUERRERO
Board Vice-Chairman


ALEJO C. SABLAN
Board Member


DAVID ARENTZ
Board Member

RUDY D. IRIARTE
Board Member

RUDY A. PACO
Board Member



